

*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF TEXAS

Position Title: Financial Assistant #19-11
Location: Dallas, Texas
Closing Date: Until Filled
Starting Salary/Range: CL 24 (\$39,994 - \$50,011)*

*depending upon qualifications and experience

POSITION OVERVIEW:

The United States District Court for the Northern District of Texas is recruiting for the position of Financial Assistant. This is an entry level financial position. Training will be provided to enable the successful candidate to use automated systems unique to the federal judiciary. The incumbent performs financial transactions and maintains required records in accordance with court policies and approved internal controls. The Financial Assistant reports directly to the Financial Administrator.

REPRESENTATIVE DUTIES:

- Transfer funds held in the deposit fund to the unclaimed funds account.
- Import cases involving criminal debt into the court's financial accounting system.
- Set up "Transfer of Jurisdiction In" cases in the financial accounting system.
- Provide the required documentation for "Transfer of Jurisdiction Out" cases to other courts.
- Verify that each case involving criminal debt that is entered into the financial accounting system matches the applicable signed criminal judgment.
- Enter filing fees paid by prisoner litigants into the financial accounting system.
- Process returned checks and suspend payments to crime victims until address information has been properly obtained and verified.
- Update party/payee addresses in the financial accounting system.

- Provide case inquiry reports to the Financial Litigation Unit of the U.S. Attorney's Office and to others who are entitled to the information.
- Perform all other duties related to financial management and accounting in the U.S. District Clerk's Office as assigned.

QUALIFICATIONS:

To qualify for the position of Financial Assistant, a person must have the ability to accurately work with numerical calculations, knowledge of bookkeeping principles and practices, the ability to understand relationships among accounts and how financial procedures relate to the overall business of the court, and the ability to recognize errors and to identify their probable causes. A bachelor's degree in accounting or a related field from an accredited college or university is strongly preferred. The Financial Assistant must be a United States citizen or must be a lawful permanent resident who is seeking U.S. citizenship.

BENEFITS:

Employees of the U.S. District Court are entitled to health and life insurance program benefits, scheduled holidays, and periodic salary increases. The Court is not authorized to reimburse candidates for travel or moving expenses. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

The final candidate will be subject to a background investigation by law enforcement agencies, which includes FBI fingerprinting. Employment will be contingent upon a favorable response from this investigation. The applicant must be a United States citizen or a lawful permanent resident (i.e., green card holder) who is seeking citizenship.

Submit resume and salary history to:

Human Resources - #19-11

United States District Clerk's Office

1100 Commerce Street, # 1452

Dallas, TX 75242

Fax: (214) 753-2247

Email: humanresources@txnd.uscourts.gov

Resumes without code #19-11 will not be considered

****** The Court is an Equal Opportunity Employer ******

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative. The decision on granting reasonable accommodations will be made on a case by case basis.